

The Redmond Outdoor Sculpture (ROS) Curator

Contract information and expectations

Applicants for the ROS Curator position must:

- **demonstrate** the knowledge, proven experience and understanding of the principles of curating outdoor monumental sculpture exhibits,
- **understand** exhibit's impact on the City of Redmond residents and businesses.
- **have** knowledge of a variety of different mediums of monumental sculpture appropriate for public settings,

Applicants should express a long-term commitment to serve as curator.

A ROS curator needs :

- **extensive** contacts in the artists' field and must be able to expand the foundation of ROS to keep the program growing,
- **proven** administrative and management capabilities,
- **strong** interpersonal communication and problem solving skills,
- **to be** able to work with a team as well as independently,
- **to respond** in a timely manner to ROS related issues,
- **to understand** the appropriate policies and procedures of the City of Redmond's Visual Art Collection Management Policies and Procedures and Playground Standards,
- **to work** closely with the Arts Administrator (AA) for all aspects of this contract agreement,
- **to attend** an RAC meeting to explain their vision for the ROS exhibit,
- **to obtain** a City of Redmond business license,
- **to pass** on information to and from sponsors and identify potential sponsors, and
- **to understand** and accept the terms and conditions of the contract between the curator and the City of Redmond.

The order of events (requirements):

1. Attend all necessary meetings to review documents, plan recruitment efforts, coordinate presentations, assess sites etc.
2. Participate in City and other locations for art placement assessment. Meet with AA and installation representatives (Park Operations and Public Works), and Sponsors as necessary.
3. Identify/recruit potential artists. Provide input for the "call for artists" postcard. Provide additional artists' for the mailing list.
4. Present proposed ROS artists (along with artist background) and sites to the VAC by _____ or no later than _____ .

Visual representations (photos, sketches/drawings) must be presented 4 months prior to the May, 2007 exhibit installation for VAC approval. Artist contract, installation criteria checklist and all required documentation must be completed and received a minimum of one month prior to installation for review and approval.

Provide a minimum of 20 artists work for review from which 14-16 monumental sculptures approved by VAC (including Risk Manager).
NOTE: Artists must have existing sculpture or their new sculpture must be completed no later _____ for review, approval, and photos.

The number of sculptures selected is based on budget considerations.
(NOTE: Artist honorarium is \$600 total. A maximum of two sculptures per artist may be selected based on space availability and installation cost for that honorarium.)

5. Verify that each selected artist meets the City's Criteria Installation Checklist and Installation and Playground Standards requirements.
6. If Risk Management has safety concerns about a sculpture, the curator will coordinate with the artist to either: rework the sculpture to pass a new inspection **or** provide a new safer sculpture. If these options are not available, the curator must then find a replacement artist.
7. After the sculptures are identified, a placement meeting will be held.
8. Upon RAC and Risk Manager acceptance of artists' work for exhibit, the curator will proceed to notify the artists of acceptance or denial as approved by the RAC/City of Redmond.
9. Contractor will provide artist contact information: name, address, phone, cell phone, email, website for each artist, artwork title, height, depth, weight, material(s), and retail cost of sculptures to the AA (excel spread sheet preferred, a template will be provided).

Prepare contract packets. Disburse and collect required artist paperwork from ORSCC using the City's mailing information. Prepare paperwork including, but not limited to the following City provided materials:

- Art Display and Indemnity Agreement and Scope of Work (SOW) (complete Draft of Agreement and SOW for each artist and provide a signed original to AA)
- Installation Criteria Checklist (provided by AA)
- Questionnaire for Sculpture Artists (provided by AA)
- Request a biography and brief artist statement from each artist
- Update the Art Site Map

- Provide driving directions (provided by AA)
 - Prepare exhibit signage text for AA review (for each sculpture and other signage as identified by AA), order signage through AA and install prior to exhibit opening. Make sure all artist information is correct prior to AA ordering.
10. Insurance: Redmond provides theft insurance coverage of 50% of the retail value of the sculpture. Inform artists of insurance provision; artists may provide additional insurance for damage, at their expense, if desired. **Note talk to risk manager about working through curator (waived or through curator).**
11. Provide information and photographs for printed publications as needed (digital information/format JPG or TIF preferred). Work with Commission and staff on ROS brochure (guide for the exhibit.) Deadlines:
- _____for photo(s) and artists/art information for Recreation brochure and FOCUS.
 - _____
 - For draft of text for the ROS brochure to AA, provide copies of artist materials (bios and artist statements and questionnaire) to AA
 - For two digital photos of each artwork to AA (or photo of artwork with a blank wall background)
 - For sculpture locations on city map to assure correct map location in brochure
12. Installation requirements:
- **Schedule** through AA installation dates and times a minimum of three months in advance. (Staff & curator are required to be at installation of all artwork.)
 - **Inform** artists of the installation schedule (done over a 2 day period).
 - Obtain approval of art installation and removal with AA prior to scheduling with artists. (Tentative installation mid - _____ and removal early _____.) Ensure advance notification of non-City property owners, coordinate through AA.
 - Coordinate installation of sculptures to optimize Park Operations' staff time and equipment. Meet the schedules of the staff, sponsors, etc. Pre-arrange and coordinate with AA any necessary equipment for installation.
 - Redmond Town Center requires that installation and removal must occur between 7am-10am, to avoid impact on their customer base. Schedule other non-City sites according to City permitting and businesses' requirements.
 - Check all locations to make sure water, electricity and underground locate requirements are met. Inspect sites before installs are made.

- 13.** City of Redmond will disburse artist honorarium funding to curator for distribution to artists. The curator distributes payment of artist honorariums once artwork is installed according to City requirements (liability, inspections, paperwork, etc) and will provide any legally required paperwork to artists (ex. IRS reporting) as needed. **AA will work with finance department on a payment distribution plan – see payment recommendation plan below.**

Recommended payment structure:

- First payment: Upon acceptance of artists by RAC/Risk Manager and provision of all artists' contact information (mailing lists and artists who are selected)
- Second payment: Upon completion of installation of artworks (for/contract work/ honorariums within 30 days of installation)
- Final payment: Upon successful removal of all artwork and sites are brought back to original state.

Curator will provide proof of payment to artists. Work with finance on acceptable means.

- 14.** Provide on-going exhibit management.
- 15.** Oversee removal of sculptures as well as support structures (pedestals, concrete bases, rebar, etc.) with AA. Arrange for use of equipment through AA. Coordinate between the artists and AA for Park Operations staff support and coordination with businesses.
- 16.** Provide a final written report of expenses, program overview successes, suggestions for improvement and challenges within 60 days of artwork installation and removal.

Contact Arts Administrator 425-556-2316 for other questions regarding this program.